POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) HOUSING TASK FORCE FIELD COORDINATOR

HOUSING TASK FORCE FIELD COORDINATOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Housing Task Force Field Coordinator and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Receive, accept, and review assignment and incident.	E, F, I, T		
2. Review the scope, organizations, roles, responsibilities, safety/security considerations, jurisdiction, and authorities: ● Review pertinent jurisdictional plans ● Review pertinent incident-specific plans	E, F, I, T		

2. Competency: **Communicate effectively**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: **Ensure the exchange of relevant information during briefings and debriefings**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Establish clear lines of communication and decision- making authority.	I, J		
4. Participate in regular status meetings with team members: ● Accomplishments to date ● Future milestones ● Challenges/obstacles	I, J		
5. Provide routine briefings to the Housing Task Force Leader.	E, F, I, J		

3. *Competency:* **Ensure completion of assigned actions to meet identified objectives**

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. *Behavior:* **Execute assigned tasks, assess progress, and make necessary adjustments**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Develop a process for analyzing data and tracking outputs that is specific to the mission and geographic area: ● Ensure data process integrates with other components of the Housing Task Force ● Collaborate with Housing Task Force Leader and partner agencies to streamline data requirements and information	C, E, F, I, J, T		
7. Help implement processes for tracking progress and provide regular briefings on recovery housing efforts.	I, J		
8. Identify key data requirements for tracking recovery housing objectives.	C, E, F, I, J, T		
9. Provide clear direction to each stakeholder and team member regarding roles, responsibilities, and expectations.	E, F, I, J		
10. Review and evaluate reports from personnel to understand challenges: ● Create corrective action plans ● Set deadlines	I, J		

3b. *Behavior:* **Support local, state, tribal, and territorial jurisdictions in assessing preliminary recovery housing impacts and needs**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Coordinate with the appropriate Recovery Support Functions (RSF) regarding recovery scope and strategies based on the National Disaster Recovery Framework (NDRF) and applicable state, local, tribal, or territorial recovery plan, considering partner input: ● Community Planning and Capacity Building (CPCB) RSF ● Economic RSF ● Health and Social Services RSF ● Infrastructure Systems RSF	E, F, I		
12. Evaluate community data sources that support needs assessment: ● Number of damaged dwelling units by type (single family, multifamily) ● Supportive housing services affected (homeless and other temporary housing situations) ● Households needing recovery housing services ● Status of utility restoration ● Population data on, for example, people who have access and functional needs (AFN), medical needs, service animals, and household pets ● Primary languages ● Households with children under age five	E, F, I, J		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Work with local, state, tribal, and territorial partners to identify recovery housing needs post-disaster: ● Estimate the length of time housing support will be necessary ● Identify available recovery housing options ● Identify partner housing agencies	E, F, I		

3c. *Behavior:* **Support local, state, tribal, and territorial jurisdictions in identifying available options for short-term and long-term recovery housing**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Coordinate the transition from short-term recovery housing to longer-term recovery housing: ● Develop plans with state and local jurisdictions ● Coordinate with other teams on the Housing Task Force ● Provide routine updates to the Housing Task Force Team Leader to ensure awareness of key requirements	E, F, I, J, T		
15. Develop innovative solutions to short-term recovery housing needs and ensure that recovery housing solutions include essential wraparound services such as: ● Access to food/grocery services ● Access to health services, including behavioral health ● Understanding of and access to transportation system and resources ● Coordination with utility providers and other essential housing-related services	C, E, F, I, J		
16. Ensure that short-term recovery housing solutions are survivor centric and accessible to all populations, including individuals with AFN.	E, F, I, J		
17. Work with voluntary agencies to ensure coordination of recovery housing services and to streamline aid/assistance to survivors: ● Assess alternative assistance options such as utility ● vouchers, grocery vouchers, small personal grants, microloans, and other solutions	E, F, I, J, T		

3d. *Behavior:* **Support unique issues associated with tribal or territorial communities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Coordinate with state/county officials to avoid duplication of benefits.	R		
19. Coordinate with tribal housing authority to determine ownership of housing facilities.	R		
20. Determine assistance available to non-tribal members that reside within a tribal community.	R		
21. Establish effective communications with the Tribal Liaison Officer (TLO), Tribal Coordinating Officer (TCO), and chief executive's Tribal Authorized Representative (TAR).	R		